



REQUEST FOR PROPOSALS (RFP)

Lawn Mowing and Landscaping Services For Various Locations January 5, 2017

Proposal Deadline: Friday, February 3, 2017, 10:00am

Overview

The City of Greenbelt, Maryland, is seeking proposals for a Contractor who has demonstrated abilities to perform the attached Scope of Work. The contractor must currently be in the business of providing lawn and landscaping maintenance services of this type and must have been doing so for a minimum of at least five (5) consecutive years. All applicable federal, state, and local laws, ordinances and regulations must be adhered to.

Contractors submitting a proposal should review the procurement requirements listed. Specifically, the selected Contractor will be required to:

- É Execute a contract with the City of Greenbelt;
- É Attend a pre-proposal meeting where City staff will review regulations and requirements;
- É Complete certain forms and certifications;
- É Maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000), business automobile liability (\$1,000,000) and furnish proof of such insurance.

No Contractor who is the recipient of City of Greenbelt funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veterans status, physical or mental disability or perceived disability, or other criteria protected by law. Discriminatory practices based on the foregoing are declared to be contrary to the public policy of the City. The City of Greenbelt complies with all Equal Employment Opportunity requirements.

The City of Greenbelt does not discriminate in the admission of, or employment in, its programs, activities or services. Minority and women owned businesses, as well as Contractors located in Greenbelt or Prince George's County, are encouraged to submit proposals.

Proposal Submittal

Proposal responses shall be submitted on the Proposal Submission Form (page 11). All costs are to be final.

Proposal must include a minimum of three professional references. These references should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number and email address.

Please direct any questions regarding proposal submission to the Contract Manager listed on Page 10.

Completed proposals must be received no later than February 3, 2017, 10:00am and delivered to: City of Greenbelt, Finance Office, 25 Crescent Road, Greenbelt, MD 20770, clearly marked "Lawn Mowing and Landscaping Services".

NOTE: Proposals received after this deadline may be refused and deemed ineligible for consideration at the City's sole discretion.

Selection of Contractor

The City of Greenbelt (City) will review all proposals submitted and if deemed to be in the best interest of the City, a Contractor will be chosen. The City shall be free to accept any proposal it deems appropriate in its sole discretion. The City will determine final scope and project components, based on funding availability.

The Contractor selected will be required to submit a Certificate of Insurance naming the City of Greenbelt as an additional insured, which will be reviewed by the City Manager's Office.

A contract will then be negotiated between the Contractor and the City, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms and certifications required by the City, State and Federal governments.

Proposal Requirements and Examination of Work to be Performed

The Contractor is required to thoroughly examine the RFP requirements and the work contemplated, and it will be assumed that the Contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered prima facie evidence that the contractor has made such examination.

Before submitting the RFP, the Contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work taking into account any special or unusual features peculiar to this project. By submitting a proposal, the Contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

There will be a mandatory pre-proposal meeting on January 20, 2017 at 10:00 am at the Public Works Maintenance Facility, 555 Crescent Road, Greenbelt, MD 20770 to discuss the Request For Proposal, including viewing existing conditions, examination of scope of work and to answer questions. Proposals received from Contractors who do not attend this meeting will not be considered.

Section 1

GENERAL INFORMATION

This RFP contains instructions governing the content of the proposals and the format in which they are to be submitted. It does not attempt to define all of the contract needs nor detail them. Rather, it is flexible and allows for the credentials of the Contractor to be demonstrated in the areas of expertise necessary to the contract. There are mandatory requirements to be met, but should the Contractor foresee the need for qualification of the effort or additional requirements, concise and relevant discussion is encouraged. Questions from contractors shall be accepted by the Contract Manager via email or phone. Emails shall be submitted to rfink@greenbeltmd.gov or by phone 240-542-2151.

Living Wage Requirement

The City has a Living Wage Policy. Any contractor to the City with a contract valued at \$50,000 or more must comply with the City's policy and pay all its employees a Living Wage or better. All City contractors are encouraged to pay a living wage. The Living Wage is set July 1 of each year based on the State of Maryland, Living Wage which is set by the State's Division of Labor and Industry.

Section 2

SCOPE OF SERVICES BACKGROUND AND PURPOSE

This scope of work pertains to the requirements of maintaining grass and landscaped areas at various locations in the City. As part of the response to this RFP, bidders if awarded, will be required to fill out a weekly check sheet showing what tasks were completed. The overall responsibility of the Contractor is to coordinate, plan, manage, and perform activities described in this RFP to maintain an acceptable appearance in those areas included in the RFP.

The Contractor shall furnish all labor and materials necessary to perform the mowing and landscaping maintenance tasks in the RFP. Contractor shall complete all the tasks listed below and will comply with all the requirements and specifications.

It shall be the Contractor's responsibility to verify the areas, sizes and quantities of the surfaces and items to be maintained in this RFP. Failure of the Contractor to verify the listed amounts shall not relieve the Contractor of the responsibility to provide all services required to the standards included herein, for the prices submitted in Contractor's proposal.

2.1 HOURS WHEN WORK IS TO BE PERFORMED

All work is to be performed Monday through Friday from 7 am to 6 pm and Saturday 8 am to 5 pm. No work shall be done on Sunday without written permission from the City.

2.2 SCHEDULING OF WORK - BEGINNING OF CONTRACT TERM

- A. At least five (5) business days prior to the commencement of the contract, the Contractor shall submit in writing to the Contract Manager or his/her designee, the name of the On-site

Supervisor authorized to act for the Contractor in every detail for the lawn mowing and landscape services.

- B. At least five (5) business days prior to the commencement of the contract, the Contract Manager, or his appointee, will confer with the Contractor and review the total specification requirements, total workload and the lawn mowing and landscaping services proposed by the Contractor.

2.3 SPECIFICATIONS

The lawn and landscaped areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications. The Contract Manager or his/her designee shall determine whether the tasks have been performed, and that the performance is in accordance with the standards set forth in these specifications. Failure to perform a task or to perform a task to the specified standard will result in reductions in the Contractor's monthly invoice.

Landscape Maintenance Standards and Specifications

Overview: The City believes that using Natural Landscaping techniques to maintain City property will create a landscape that is healthy, resource-efficient, sustainable, and cost-effective to manage. When Natural Landscaping techniques are applied in landscape design, construction, and long-term maintenance, there are many benefits, including easier maintenance, lower costs, and higher property values.

It is the City's expectation that the Contractor's proposal will comply with these Natural Landscaping-based standards and specifications. It should be the Contractor's expectation that the City will only consider awarding the contract to a Contractor whose bid shows compliance. The Contractor should also expect to be held to these standards throughout the course of the contract.

The following standard outlines the scope of services and responsibilities required of the Contractor, but may not be inclusive of the entire scope of services. The specifications outline the quantity and category of work required. Other parts of the contract (**not included here**) provide requirements such as insurance and licensing standards, hours of work, work authorizations, etc.

A. GENERAL STANDARDS

1. GUARANTEE AND REPLACEMENT

- a. Contractor shall replace, at no additional cost to City, any turf, plant materials or any other City property damaged as a result of improper maintenance attention or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Property damage must be done within two weeks of identification of damage. Alternatives to size, variety and scheduling of replacement must have written permission of the City.
- b. Contractor is not responsible for losses, repair or replacement of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than Contractor's vehicles) or the acts of others over whom they have no reasonable control.
- c. Contractor shall inform the City on a monthly basis of plant losses unrelated to the maintenance activities, provide the City with a probable cause of the plant loss, and provide recommendations for replacement along with pricing for replacement.

2. CONTRACTOR RESPONSIBILITIES

- a. Contractor will provide staff able to perform work at the highest standards of horticultural excellence. Key staff shall have current knowledge of best management practices (BMPs) regarding: safety, hazardous materials spill response, lawn care,

plant health, pruning, and integrated pest management. The City reserves the right to demand the replacement of Contractor's staff who do not meet the City's standards for safety, professionalism, or horticultural knowledge.

- b. Preference will be given to firms certified by green programs such as Green America <http://www.greenamerica.org/greenbusiness/> .
- c. Provide an emergency contact list identifying the names, positions held, and phone numbers of key maintenance personnel. Provide mobile numbers for the landscape maintenance manager and site supervisor.
- d. Attend meetings and site inspections of the grounds as requested.
- e. Contractor shall maintain a computerized log of activities performed and provide a written copy monthly.
- f. Establish a schedule/chart for regular maintenance activities by area and submit to the Department of Public Works for review. Contractor to review proposed schedules with Public Works at the regularly scheduled meetings and adjust as necessary to avoid conflicts. There are several events that go on each year that require the property be in compliance with the specifications of the RFP at the time of the event (Earth Day and Fall Fest are two examples).

B. SCOPE OF WORK

1. GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION

- a. This document is intended as a benchmark of the City's minimum standards for maintenance, repair and improvements. However, the City respects the Contractor as a professional and as such, will take under consideration, any and all recommendations made by the Contractor.
- b. Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of turf and plantings, as specified herein. It is the intent of the City that the sites identified in the RFP be maintained in a resource-efficient, sustainable, and cost-effective manner.
- c. Maintenance shall consist of spring removal of old mulch, pruning, mowing, Integrated Pest Management (IPM), weed/insect/disease control, litter control and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth of turf and landscape plantings.
- d. All turf shall be mowed with professional quality mulch-mowing equipment. Prior to award of contract, Contractor shall provide to the City the make and model of the mower(s) that will be used.
- e. Contractor is encouraged to use non-polluting devices like rakes and brooms when feasible. The City prefers that blowers and other power equipment are low-decibel, low-fossil fuel consumption, and low-emissions models.
- f. Contractor is encouraged to develop cultural practices which incorporate on-site recycling of organic materials, such as leaves and grass clippings, and the use of recycled materials in its maintenance operations.
- g. Contractor shall visually inspect all landscape areas monthly from April through September to identify potential pest problems. Pest problems include insect, disease, and weed infestations. The presence of a pest does not necessarily mean there is a problem. Contractor shall keep written records of pests identified and areas where problems may be developing.
- h. Cooperatively identify any area where non-chemical IPM control methods should begin.
- i. Control of Weeds: Use cultural methods (mulch, proper pruning) to encourage plant health and growth and discourage weeds. Keep planter beds and tree wells free of weeds and debris on a rotational basis, weekly throughout the year by hand pulling or other mechanical means. Entire site shall be weeded by hand or mechanical weeding methods

that remove the roots every week. Ground covers are to be trimmed so they meet but do not grow over walkways or outside any of the planters.

2. NOXIOUS WEED CONTROL

- a. Noxious Weed list can be found on **The Maryland Invasive Species Council** web site <http://www.mdinvasivesp.org/>.
- b. Noxious weeds must be bagged and disposed of at the landfill.
- c. Non-designated and weeds of concern shall be controlled with ongoing IPM and healthy landscape management techniques.

C. MATERIALS AND EXECUTION 6 TURF MAINTENANCE

1. TURF MOWING

- a. All turf will be mowed with professional quality mulching mower equipment. Pricing assumes that bagging and removing clippings will be required only when excessive leaf debris is present, turf is too long to mulch, or when moisture conditions are too high to allow effective mulching without substantial clumping of turf debris.
- b. Prior to each mowing, remove all litter and debris from lawn areas. Formal turf areas shall be mowed per the schedule below and maintained at a height of no less than 2-1/2 inches and no more than 3 inches. Coordinate mowing schedules with City.
- c. Alternate mowing direction where feasible every mowing. Maintain a uniform lawn height free from scalping.
- d. The City and the Contractor will evaluate and determine any areas that require bagging and removal of clippings on a regular year-around basis.
- e. Contractor is responsible for any damage incurred as a result of mower damage to trees and shrubs and must repair or replace any such damage at no cost to the City. Properly maintained tree wells are encouraged to minimize such damage.
- f. Clippings will be swept or blown from hardscapes after each mowing. Sweeping is encouraged when feasible.

2. TURF MOWING SCHEDULE

Month	Number of cuts
April	Weekly
May	Weekly
June	Weekly
July	Every 10 days
August	Every 10 days
September	Every 10 days
October	Two mowings
November	Two mowings

NOTE: Base Contract price includes 26 mowings per the mowing schedule. Schedule of mowings may be altered per the City's request or as required by climatic conditions.

3. TURF EDGING AND TRIMMING

- a. Mechanically trim all landscape turf edges once a month. Edges include all formal lawn perimeters and tree wells in lawn areas. In April, June, and August, redefine all formal lawn edges with a mechanical blade-type edger or hand spade. Clean debris from hardscapes and non-turf landscape areas. Remove larger debris.
- b. Trim all formal lawn areas that cannot be reached by a mower after each mowing. Areas to be trimmed include any lawn adjacent to poles, signs, bollards, trees, walls and all other obstacles. Perform trimming to the same height as mowing. Clean debris from hardscapes and non-turf landscape areas, remove larger debris.
- c. Contractor shall trim around all guardrails every other mowing.

- d. Contractor is responsible for any damage incurred as a result of trimmer or edger damage to trees and shrubs and must repair or replace any such damage at no cost to the City. Properly maintained tree wells are encouraged to minimize such damage.

D. MATERIALS AND EXECUTION - GENERAL AREA MAINTENANCE

1. LEAF AND BRANCH REMOVAL

- a. Keep walks, patios, planting beds, roadway gutters and lawn areas free of leaves on a weekly basis throughout the year.
- b. In autumn, leaf removal shall occur at each visit as needed to prevent smothering of turf and groundcovers and excessive clumping when mulch mowing. The City's preference is that whenever safety and plant health are not compromised that leaves remain on-site and are incorporated into mulch under plantings. Remove leaves from site only as needed to maintain a neat appearance and the health of the plantings.

2. LANDSCAPE DEBRIS REMOVAL

- a. Remove biodegradable landscape debris (turf clippings (limited to only those times when mulch mowing is not possible), leaves, branches, dead plant material, etc.) to yard refuse recycling sites. Acceptable sites include topsoil producing facilities and/or other facilities, which utilize yard waste for landscape purposes. No biodegradable material should be disposed of as garbage, except noxious weed debris.

3. LANDSCAPE TRASH REMOVAL

- a. Remove all trash from landscaping beds and turf areas. Contractor shall haul it away for appropriate disposal.
- b. All recycling will be separated and disposed to a recycling center at Buddy Attick Park or on Hanover Drive in Greenbelt.

4. MULCH REPLACEMENT

- a. Early Spring, Contractor shall remove old mulch and replenish mulch to maintain a depth of two to three inches in all planting areas and tree wells. Established beds where plant foliage or groundcover completely covers the soil surface require no additional mulch. Keep mulch at least two to three inches (2 to 3") away from the crown of plants and trees.
- b. After leaf removal in Fall, a light mulching is to be done in all landscaping to maintain the 2 1/2" depth in all planting areas.
- c. Mulch shall be brown shredded hardwood.
- d. Red bark mulch or dust shall not be used.

2.4 PROPERTIES AND LOCATIONS OF WORK TO BE PERFORMED UNDER RFP

A. Properties and locations included in base bid:

LOCATIONS	LAWN CARE	LANDSCAPE MAINTENANCE
1. Mandan Road	From Greenbelt Road to Mathew Street (south side of Greenbelt Road) all medians. Starting at property line of 8209 Canning Terrace right of way (school board property side of street only) including dead end area and hillside to the right at dead end.	All landscaping in medians and tree beds. Includes dead end area.

2. Ora Glen Drive	From Hanover Parkway to Mandan Rd all medians. The right of way west of Morrison Drive on the South side of Ora Glen Drive from the traffic circle to Mathew Street. Right of way starting at Bank Of America (next to pond) south on Hanover Parkway to Hanover Office Park.	Landscaping in circles, medians and choker islands.
3. Hanover Parkway	All medians from Greenbelt Road to Good Luck Rd.	All landscaping in medians and tree beds from Greenbelt Road to Good Luck Road.
4. Hanover Parkway	From Good Luck Road to Green Crescent Court and Brae Brooke Drive right of way directly across the street from Spring Manor Drive (15 ft. from the back edge of the asphalt path).	All landscaping in medians, from Greenbelt Road south on Hanover Parkway to Good Luck Road.
5. Greenbelt Road	Right of way from Mandan Road west bound to the Board of Education Property to the end of guard rail (north side).	
6. Hanover Drive and Dog Park	In and around the Dog Park. Right of way from Hanover Parkway to the dead end of Hanover Drive (Just Dog Park side of roadway).	All tree beds.
7. Schrom Hills Park 6915 Hanover Parkway	All of Schrom Hills Park including fence lines (both sides). Schrom Hills Park right of way frontage. Ball fields are excluded.	All landscaping, tree beds and circles. Excluding the Three Sisters Garden.
8. Greenspring Park on Greenbury Drive	All areas.	All landscaping and tree beds.
9. Green Crescent Court	Right of way, between 6801 and 6807, 6815 and 6820.	At the bottom of the retaining wall.
10. Springhill Lake Recreation Center (6101 Cherrywood Lane)	All areas, from wood line to Cherrywood Lane.	All landscaping, all tree beds. Except the Three Sister Gardens and the Food Forest.
11. Cherrywood Lane	From the end of the Federal Court House property to Breezewood Drive right of way only on the Federal Court and Metro side.	All landscaping in medians, circles and chokers, from Metro Center Drive to Greenbelt Road.
12. Breezewood Drive	Right of way starting at end of Board of Education property to Edmonston Road around corner to the old school entrance (School side only).	All landscaping in medians, and choker beds on the Beltway Plaza side from Cherrywood Lane to Edmonston Road.

LOCATIONS	LAWN CARE	LANDSCAPE MAINTANCE
13. Walker Drive	All median islands and turf along Walker Drive and in front of the Cadillac Dealership.	All landscape beds along Walker Drive and in front of the Cadillac Dealership.

2.5 CONTRACTOR'S EMPLOYEES

- A. Personnel employed by the Contractor shall be capable employees qualified in this type of work. A fully qualified work force shall be maintained throughout the period of this contract. All personnel shall receive close and continuing first-line supervision.
- B. The Contractor's supervisors shall be fully and adequately trained and have a minimum of five (5) years experience in lawn and landscaping supervision sufficient in scope to meet the approval of the Contract Manager.
- C. The Contractor shall employ the quantity and quality of supervision necessary for both effective and efficient management of lawn and landscaping operations at all times.
- D. Contractor shall be liable for any damages caused directly or indirectly by its employees.

2.6 REDUCTIONS IN PAY

- A. Reductions for below standard work will be made if, after the second documented notification, the Contractor has not corrected the deficiency and City worker(s) are assigned to perform the task(s) or was not completed at all by the contractor.
- B. Reductions for non-performance will be made if the task(s) was not done and City worker(s) have to be assigned immediately to perform the task(s).
- C. Reductions for A. and B. above will be based on the hourly billing rate of the City employee(s) plus benefits assigned to perform the task(s) times the hour(s) required for City worker(s) to perform the task(s). If the work was not performed by the contractor and was just omitted, a deduction based on percentage of the overall monthly bill minus the work not completed will be calculated and the bill adjusted accordingly.

2.7 PAYMENT TO CONTRACTOR

- A. At the end of each month, the Contractor shall render to the Contract Manager their invoice for the services provided during the preceding month. The invoice shall not exceed 1/8th of the annual base amount of the contract.
- B. The Contract Manager, or his designee, shall review the invoice and any necessary reductions which must be made in accordance with the conditions of the Contract. Should the Contractor's invoice not include all necessary reductions, the invoice shall be reduced by the amount of the non-included reductions and processed for payment. The Contractor shall be notified of the reductions made and supplied with copies of documentation supporting those reductions.

2.8 CHANGES TO THE SCOPE OF WORK AND TERMINATION OF CONTRACT

- A. The Contract Manager, at any time may have to change the scope of the contract by written contract modification. On the designated effective date, the Contractor shall make the required changes in his/her operation.
- B. Upon receiving notice of the change, the Contractor's monthly invoice shall be adjusted if necessary to reflect the value of the change in the services under this contract.

- C. The City may cancel the contract at any time for any reason upon giving 30 day written notice to the Contractor.
- D. The City shall have the right to cancel this Agreement immediately without prior notice for any breach of any provision of the contract if not cured within seven (7) days from written notice from the City.

2.9 INSPECTIONS AND APPROVAL OF WORK

- A. The City will demand strict conformance to the standards and frequency specified. The Contract Manager or his/her designee will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished.
- B. The Contract Manager or his/her designee will enforce the standards of this contract.

2.10 ON-SITE SUPERVISION AND TRAINING

- A. The successful Contractor shall provide an On-site Supervisor who speaks and writes fluent English and will represent the Contractor concerning this contract. This On-site Supervisor will make routine communications with the appropriate Contract Manager or his/her designee to receive instructions or other input regarding lawn mowing and landscaping services needs and activities.
- B. The On-site Supervisor is responsible for directing the Contractor's work force and accountable for all activities and behavior of all personnel assigned by the Contractor to perform work under this contract.
- C. The Contractor shall be responsible for training and safety precautions for Contractor employees performing work under these specifications.

2.11 CONTACT INFORMATION

Contract Manager

Richard Fink II
Superintendent of Parks & Grounds
Office: 240-542-2151
555 Crescent Road, Greenbelt, MD 20770
rfink@greenbeltmd.gov

Horticultural Supervisor

Brian Townsend
555 Crescent Road, Greenbelt, MD 20770
Cell: 240-417-2352

Parks Supervisor

Joe Doss
555 Crescent Road, Greenbelt, MD 20770
Cell: 240-417-2349

SECTION 3
PROPOSAL SUBMISSION FORM
City of Greenbelt Lawn Mowing and Landscaping Services
For Various Locations

1. COMPANY NAME _____
2. ADDRESS (Home Office) _____
3. TELEPHONE NUMBER (office) _____ (cell) _____
4. NUMBER OF FULL-TIME EMPLOYEES _____
5. OWNERSHIP
_____ Sole Proprietor _____ Other or Please Specify
_____ Limited Partnership

PROPOSAL PRICES. Fixed prices for all requirements identified in Section 2 Scope of Services. Pricing submitted in this portion must be fully inclusive of all anticipated costs of the RFP and shall include all costs for management, supervision, labor and material associated with the RFP. The base bid includes the locations identified in Section 2.4 A and Add Alternate #1. The Add Alternative will be evaluated separately from the base price.

Pricing to comply with Section 2 Scope of Services of this RFP for locations identified in Section 2.4 A. This is the base bid for the lawn mowing and landscaping services:

				Annual Cost
_____	X	8 Months	=	\$ _____
Monthly Cost				

Signature of Authorized Representative

Name/Title of Authorized Representative

Date